Footnotes and other references

Introduction

Footnotes and text notes (references given in parentheses within the text) are used:

- To identify direct and indirect quotations, sources used in preparing a text and items such as reports, treaties, conventions and plans of action specifically mentioned in the text
- To substantiate statements made in the text
- To provide cross references to information contained in another part of the text
- To present explanatory or supplementary information that is not appropriate within the body of the text
Reference lists and bibliographies are used primarily in publications and occasionally in documents to replace or supplement footnotes and text notes.

For instructions on the use and style of footnotes in tables, see Tables. For guidelines on the style used for references in legal texts, see The Chicago Manual of Style, 15th edition, and The Bluebook: A Uniform System of Citation, 18th edition.

Authors have the primary responsibility for providing complete and accurate references to document their sources. Editors are responsible for:

- Ensuring that references conform to United Nations style
- Ensuring that references are as complete and accurate as possible
- Providing additional references when necessary
- Deleting unnecessary references

References are required for the items listed below under General instructions on footnotes and text notes/When to use footnotes and text notes. For specific instructions on the elements included in footnotes and text notes, see United Nations sources and Outside sources.

**General instructions on footnotes and text notes**

**When to use footnotes and text notes**

**Placement of footnotes**

**Excessive referencing**

**Electronic sources**

**Points of style**

**When to use footnotes and text notes**

**Footnotes.** In resolutions and decisions, all sources are cited in footnotes. In masthead documents, sales publications and reports issued as supplements to the Official Records, footnotes are used to cite:

- United Nations sales publications
- Reports of United Nations conferences
- Instruments issued in the United Nations or League of Nations Treaty Series
- Advisory opinions, judgments and orders of the International Court of Justice
- Documents and publications issued by other organizations and by Governments
- Books, periodicals and articles contained therein
- Working papers and research reports in a published series
- Unpublished papers and dissertations

**Text notes.** In masthead documents, publications and supplements to the Official Records, text notes are used to cite:

- United Nations masthead documents
- Reports issued as supplements to the Official Records
- Statements and oral reports made before a United Nations body

**Footnotes, text notes or references directly in the text.** In masthead documents, publications and supplements, references to newspaper articles, public statements, interviews, personal communications and material on a website may be given in footnotes, text notes or directly in the text, as appropriate.
Placement of footnotes

Footnotes to items in the text are placed at the bottom of the page. Endnotes are not used. Footnotes to figures and tables are placed directly below the figure or table (see Tables/Notes to tables). Footnotes to items in a boxed text contained in a document or publication are normally placed within the box.

Footnotes indicated by asterisks and other symbols are placed above footnotes indicated by numbers and lower-case letters when they appear at the bottom of the same page. For additional information, see Footnote indicators/Footnotes indicated by lower-case letters and Footnotes indicated by asterisks and other symbols.

Footnotes in boxed summaries. Footnotes are not given for items in a boxed summary at the beginning of a document if the items can be referenced in the main body of the text. When it is necessary to include a footnote to an item in a boxed summary, the footnote is indicated by a lower-case letter and placed within the box.

Excessive referencing

Authors should cite only sources that are strictly relevant and necessary. Commonly known or easily verifiable facts do not require a source note.

Once an item has been referenced, whether in a footnote or text note, the reference is repeated only when necessary for the sake of clarity or to change a specific element in the reference, such as a section or paragraph number. In resolutions, an item is referenced the first time it is mentioned in the preamble and the first time it is mentioned in the operative part. When it is necessary to repeat a reference, the footnote indicator may be repeated in certain cases without repeating the footnote itself. For further information, see Repeated references.

General references to sources. To acknowledge sources used extensively in preparing a document or publication and avoid multiple footnotes or text notes, a general reference can be given in a single footnote or at an appropriate place in the text.

Examples:

Footnote:

$^{1}$ The analysis in this section is based on the evidence presented in the report of the Secretary-General on ... (A/63/___).

In text:

The present report is based on documentary material presented under oath to the Special Committee. The material is listed in the annex to the report and is available for consultation.

Combined footnotes or text notes. The number of footnotes or text notes can sometimes be reduced by combining them, provided that no ambiguity results.

Examples:

Footnotes:

At the 2902nd meeting, a draft resolution$^{1}$ submitted by seven Member States$^{2}$ was voted upon but was not adopted owing to the negative votes of three permanent members.$^{3}$
At the 2902nd meeting, a draft resolution submitted by seven Member States was voted upon but was not adopted owing to the negative votes of three permanent members.¹

¹ The draft resolution (S/21048) received 10 votes in favour (Algeria, Brazil, China, Colombia, Ethiopia, Malaysia, Nepal, Senegal, Union of Soviet Socialist Republics, Yugoslavia) and 4 against (Canada, France, United Kingdom, United States), with 1 abstention (Finland). It was sponsored by Algeria, Colombia, Ethiopia, Malaysia, Nepal, Senegal and Yugoslavia.

Text notes:

The report of the Secretary-General on the role of the United Nations in supporting security sector reform (S/2008/39) recognized gender-sensitive security sector reform as the key to developing non-discriminatory security sector institutions (ibid., para. 37) and specifically recommended the delivery of security services to address and prevent sexual violence (ibid., para. 45 (e)).

Author-date and keyed references. In publications, the number of footnotes can be reduced by using the author-date system or keyed references. For further information, see Reference lists and bibliographies/Author-date system and Keyed references.

Electronic sources

Citing Internet sources
Updating Internet references
Sources available in print and electronic form
United Nations sources available online

Basic guidelines are provided in this section for citing sources accessed on the Internet. For instructions on citing specific types of electronic source material and examples, including references to Internet sources, CD-ROMs and e-books, see United Nations sources and Outside sources.

Citing Internet sources

Style. Internet sources are identified by a uniform resource locator (URL), an electronic address, which is written in standard (roman) font, not italics, and without angle brackets (< >). The URL is not underlined in hard copy. In an electronic text, URL links will normally be underlined automatically.
**Prefixes.** URL prefixes (protocols), such as “http” and “ftp”, are always followed by a colon and two forward slashes (http:// and ftp://). The prefix “http” may be omitted from a reference when the URL contains “www” (e.g. www.unhcr.org). In all other cases, the prefix must be included to ensure that the URL will work (e.g. http://millenniumassessment.org).

**References to material posted on a website.** The URL should enable readers to find the source material easily. A reference to a website’s home or search page is often sufficient. When the source cannot easily be located from that page, a complete URL directing readers to the specific page or document on the website should be given.

In resolutions and decisions of United Nations bodies, references to material posted on a website are always given in a footnote and the URL is introduced by the words “Available from”. In documents and publications, the URL may be given in a text note introduced by “available from” or “see”.

Examples:

*The General Assembly,*

Taking note of the reports of the Millennium Ecosystem Assessment,¹

¹Available from www.millenniumassessment.org.

* * *


**References to a website as a whole.** When readers are referred to a website as a whole for information or when a website is specifically mentioned in a document or publication, the URL can be given either directly in the text or in parentheses after the name of the website. “See” is omitted.

Examples:

Additional information on the impact of AIDS on older people and their families is available from www.helpage.org.

* * *

Efforts have been made to develop an effective network for volunteers through the World Volunteer Web (www.worldvolunteerweb.org).

In resolutions and decisions of United Nations bodies, the URL for a website is always given in a footnote but the words “Available from” are omitted.

Example:

*The General Assembly,*

††1. Notes with appreciation the expansion of the website of the International Law Commission¹ to include all its documentation;


**Updating Internet references**
Internet sources are often subject to change. The reference will need to be updated if the source has been moved to another site. Authors should verify the URL for each Internet source immediately before submitting their documents and publications for editing. Editors will check and update the sources to the extent possible.

When citing Internet material that is likely to be revised, in particular time-sensitive information that may be updated, authors should provide the date on which they retrieved the information. The date is given in parentheses at the end of the footnote: (accessed 1 July 2009).

Editors should test the URL provided for a source to make sure that it is correct. If it is not, they should find a website that contains the identical material and substitute the new URL in the reference, giving a new access date when necessary.

When the material cannot be found on another site, the outdated URL should be deleted. Editors should check with the author or consulting official when the deletion may require a change in the content of the text.

Sources available in print and electronic form

When an outside source is available in both print and electronic form, authors should normally cite the version they actually used since the print and electronic versions may not be identical. Electronic sources that also exist in print are cited in the same way as the print version with the addition of an Internet address or an indication of the electronic medium (e.g. CD-ROM or ebook). When the publication dates of the print and electronic versions differ, the date of the version used should be given in the reference.

Special instructions apply to material issued by the United Nations in print and electronic form (see General instructions on footnotes and text notes/Electronic sources/United Nations sources available online). For documents and publications issued by organizations in consultative or observer status with the United Nations, online references may be cited when the print version is not available.

United Nations sources available online

Material available on the Official Document System website. United Nations masthead documents and supplements to the Official Records are issued in print and on the Official Document System (ODS) website (www.ods.un.org). They should always be cited as described below under United Nations sources. As the print version, not the electronic version, is considered definitive, the ODS website should not be included in any references.

Material not available on the Official Document System website. Most United Nations sales publications are issued in print but not on the ODS website. They are normally identified by their sales number (see United Nations sources/Sales publications). When an office or department of the United Nations Secretariat makes an electronic version of a print publication available on its own website, the URL may be added to the reference as an aid to readers. The reference to the electronic version is optional.

A URL should be given when referencing online databases and other material posted by offices or departments of the United Nations Secretariat on their own websites and not issued in print under an official document symbol. Such material includes background reports, statements and meeting summaries.

A URL may also be given for material issued by an outside organization and made available on a Secretariat website, such as regional agreements and programmes of action, when the material is not available in print. For examples, see United Nations sources/Material on the website of an office or department.
Guidelines on Internet publishing. For guidelines on Internet publishing in the United Nations and on publishing in an electronic format, see administrative instructions ST/Al/2001/5 and ST/Al/189/Add.28.

Points of style

- Authors
- Titles and subtitles
- Capitalization
- References to specific elements in a source
- Use of “see”
- Abbreviations

Authors

The names of authors are normally given as they appear on the work cited. The form used (full first and middle names or initials and last name) should match that on the title page of the book or on the article cited. When a work has more than three authors, only the first author is listed, followed by “and others”.

Organization as author and publisher. When an organization is both author and publisher (no separate publisher is indicated on the title page of the book or publication), the name is normally given in the author’s place and omitted from the publishing data. The name of the organization is spelled out, not abbreviated, unless the abbreviation has been defined in the text or a list of abbreviations at the beginning of the text.

Titles and subtitles

When a work has a title and subtitle, both are normally included in footnotes. Titles and subtitles are separated by a colon. A second subtitle is separated by a dash.

Titles of books, publications, periodicals and newspapers are italicized. Titles of articles, internal documents, unpublished works and most research reports are set in standard (roman) font and enclosed in quotation marks. The titles of databases, websites and most series (not the Official Records series or the Treaty Series) are set in standard font without quotation marks.

Works not translated. The title of a work that has not been translated into the language of the document in which the reference appears is normally given in the language of publication. Titles of Arabic, Chinese and Russian works are transliterated when they appear in texts issued in other languages.

Titles of works in another language should not be underlined. They are set out in the normal way (e.g. the title of a book or periodical is italicized and the title of an article is enclosed in quotation marks). A translation of the title may be given in parentheses after the title of the published language version when necessary. The translated title is not italicized or enclosed in quotation marks. For additional information, see United Nations sources/Sales publications/Publications not issued in all languages.

Capitalization

Titles and subtitles of books, publications, periodicals, newspapers, series, databases and websites are capitalized. Initial capital letters are used for all words except articles, conjunctions and prepositions unless they are the first or last word in the title or subtitle.
In references to any other sources, including masthead documents, articles in a book or periodical, material on a website and unpublished works, only the first word of the title (but not the subtitle), proper nouns and adjectives and recognized geographical names are capitalized.

References to specific elements in a source

References used to substantiate statements or identify items mentioned in a text should be as specific as possible, indicating the relevant paragraphs or chapter and section, annex, appendix, table or figure in the source.

Page numbers can be given when there is no alternative, as in a reference for a source that does not contain numbered sections or paragraphs. Page numbers are always used in references to advisory opinions, judgments and orders of the International Court of Justice.

Use of “see”

When the statement or item being referenced does not correspond to the whole of the final element cited (e.g. to the entire section of the report), the reference should be introduced by “See”. Examples are given throughout these instructions. “See” is not used when the reference is to a page number.

Abbreviations

Abbreviations are used in all footnotes and text notes for volume (vol.), number (No.), chapter (chap.), section (sect.), paragraph (para.), and page (p.).

United Nations sources

<table>
<thead>
<tr>
<th>Masthead documents</th>
<th>Instruments in the Treaty Series</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports issued as supplements to the Official Records</td>
<td>Advisory opinions, judgments and orders of the International Court of Justice</td>
</tr>
<tr>
<td>Sales publications</td>
<td>Conference room papers</td>
</tr>
<tr>
<td>Reports of conferences</td>
<td>Restricted documents</td>
</tr>
<tr>
<td>Resolutions and decisions</td>
<td>Material on the website of an office or department</td>
</tr>
<tr>
<td>Statements and oral reports made before a United Nations body</td>
<td></td>
</tr>
</tbody>
</table>

The instructions and examples given below apply to sources cited in footnotes and text notes. For instructions on sources given in reference lists and bibliographies, see Reference lists and bibliographies.

Masthead documents

Elements in the reference

Documents issued under a double symbol
Addenda and corrigenda
References to items contained in a source document
Several sources in one footnote

Elements in the reference

United Nations masthead documents are identified by:

1. Title (normally given in descriptive form in the text)
2. Document symbol (given in a text note or footnote)
When the exact title of a document must be given (e.g. when the title contains a colon), it is enclosed in quotation marks and the first word, proper nouns and adjectives and recognized geographical names are capitalized. Descriptive titles are not enclosed in quotation marks and the first word of the title is not capitalized.

**Documents cited in text notes.** In documents, supplements and publications, the symbol of the masthead document being cited is given in parentheses in the text, normally after the full title or description. When a title or description is shortened, the symbol should be placed so to avoid any possible ambiguity, as shown below in the third example.

Examples:

For its consideration of the item, the Committee had before it the report of the Secretary-General on measures to prevent terrorists from acquiring weapons of mass destruction (A/62/156).

The Secretary-General has the honour to transmit to the members of the General Assembly the report of the Joint Inspection Unit entitled “Towards a United Nations humanitarian assistance programme for disaster response and reduction: lessons learned from the Indian Ocean tsunami disaster” (JIU/REP/2006/5).

In his letter dated 31 October 2007 (S/2007/647), the President of the Security Council informed the Secretary-General that the members of the Council had decided to send a mission to Timor-Leste from 24 to 30 November 2007.

**Documents cited in footnotes.** In resolutions and decisions, document symbols are given in footnotes. The indicator should be placed after the full title or description of the report or other item being cited unless the reference would be ambiguous. The indicator should always be positioned so as to leave no doubt about the subject of the reference.

Example:

The General Assembly,

1. Takes note of the progress report of the Secretary-General on the implementation of the recommendations contained in his report on the causes of conflict and the promotion of durable peace and sustainable development in Africa;

---

1 A/61/213.

**Note:** When the title of the report cited is the same as the title of the resolution in which the reference appears, the descriptive title is shortened to “the report of the Secretary-General”. Several reports on the subject of the resolution may be referred to collectively as “the relevant reports of the Secretary-General”.

**Documents issued under a double symbol**

Documents issued for two intergovernmental bodies (e.g. the General Assembly and the Security Council) have a double symbol (e.g. A/55/305-S/2000/809). Both symbols are normally included in a footnote or text note.

Example:

There are exceptions to this practice. In Security Council documents, for example, only the Security Council symbol of the source document (the “S/” part of the double symbol) is cited. In the previous example, only “S/2000/809” would be cited in a Security Council document; in all other documents, both symbols should be included in the reference.

Addenda and corrigenda

In a reference to a document as a whole, all addenda (Add.) issued to the document should be included, as well as any corrigenda (Corr.) issued in the language of the text in which the reference appears. In an English text, for example, only the corrigenda to the English source document are cited; in a French text, only the corrigenda issued in French are cited.

In a reference to a specific part of a document, the addenda are included only if they relate directly to the part cited. All corrigenda issued in the language of the text should be included in the reference whether or not they relate specifically to the part cited.

In the first example given below, the addenda are included because the report is being cited as a whole. In the second example, the addenda are omitted because they do not relate specifically to the section cited.

Note: A report and its addendum(a) are referred to as the “report” (singular) unless they have different titles.

Examples:


At its twelfth session, the Commission considered additional proposals made by States on possible agenda items and workshop topics to be considered by the Eleventh Congress (see E/CN.15/2003/11 and Corr.1, sect. II).

Documents with several addenda and corrigenda. A reference to a document with several addenda and corrigenda should indicate clearly which corrigenda belong to each element.

Examples:

The General Assembly,

Having considered the reports of the Secretary-General on the estimates in respect of special political missions, good offices and other political initiatives authorized by the General Assembly and/or the Security Council,¹


* * *

The General Assembly,

Bearing in mind ... the report of the Secretary-General on the current financial crisis of the United Nations,¹

¹
Addendum to a document issued under a double symbol. In references to double-symbol documents to which addenda or corrigenda have been issued, the double symbol is followed by “and Add.__” or “and Corr.__”.

Example:

When the reference is to an addendum alone, “Add.__” should be included in both parts of the double symbol. Corrigenda are not normally cited alone.

Example:

The General Assembly,

Taking note of the report of the Secretary-General on the Central Emergency Response Fund,1

1 A/61/85/Add.1-E/2006/81/Add.1.

References to items contained in a source document

References used to substantiate statements or identify items mentioned in a text should be as specific as possible, indicating the relevant paragraphs or chapter and section, annex, appendix, table or figure in the source. When the item does not correspond to the whole of the final element cited (e.g. to the entire section of the report cited), the reference should be introduced by “See”. In the following example, the footnote begins with “See” because the reference is to the conclusions and recommendations that make up part of section III, not to the section as a whole.

Example:

The General Assembly,

... . . .

1. Endorses the agreed conclusions and recommendations adopted by the Working Group on the Right to Development at its sixth session;1

1 See E/CN.4/2005/25, sect.III.

Several sources in one footnote

Documents issued for the same body. In a footnote containing two or more document symbols, the symbols of documents issued for the same body are normally listed in chronological and numerical order, the earliest session and lowest document (serial) number first.

Example:

The General Assembly,

Aware that significant progress continues to be made by Member States in meeting the goals set for 2008, as reflected in the biennial reports of the Executive Director of the United Nations Office on Drugs and Crime,1
When documents issued for different bodies are cited in the same footnote, the symbols are normally listed alphabetically (e.g. A/ documents, E/ documents, S/ documents), chronologically and numerically, the earliest session and lowest document (serial) number first. The documents of a parent body precede those of a subsidiary body (e.g. all the A/ documents are grouped and listed before the A/C.5/ documents). Within each group, documents given limited distribution (those in which the document number is preceded by an “L”) are listed after documents given general distribution.

Example:

*The General Assembly,*

Having considered the relevant reports on human resources management questions,


Supplements and masthead documents cited in same footnote. When a supplement to the Official Records is cited in the same footnote as a masthead document, the supplement is normally listed first (see United Nations sources/Reports issued as supplements to the Official Records). The references in the footnote are separated by a semi-colon.

Example:

*The General Assembly,*

... 1. Endorses the United Nations Programme on Space Applications for 2006, as proposed to the Committee by the Expert on Space Applications and endorsed by the Committee;\footnote{See Official Records of the General Assembly, Sixtieth Session, Supplement No. 20 and corrigendum (A/60/20 and Corr.1), paras. 88 and 94; see also A/AC.105/840, sects. II and III and annex III.}

Exceptions to the normal order of listing. The normal order of listing may be changed when documents or elements contained therein are mentioned in a different order in the text.

Example:

*The General Assembly,*

... 1. Endorses the recommendation of the Committee that the Scientific and Technical Subcommittee, at its forty-fourth session:

- Space debris;
- Use of nuclear power sources in outer space;
- Near-Earth objects;
(iv) Space-system-based disaster management support;

(v) International Heliophysical Year 2007;

1 See A/AC.105/848, annex II, para. 6, for item (i); ibid., annex III, para. 8, for item (ii); ibid.,
annex I, para. 20, and A/AC.105/869, annex I, para. 22, for item (iii); A/AC.105/823, annex II,
para. 15, and A/AC.105/848, annex I, para. 21, for item (iv); and A/AC.105/848, annex I, para. 22,
for item (v).

Reports issued as supplements to the *Official Records*

Elements in the reference
- Addenda to supplements
- Reports not yet issued as supplements
- References to items contained in a supplement

Elements in the reference

The reports of intergovernmental bodies required to report to the General Assembly or the
Economic and Social Council are issued as supplements in the *Official Records* series.

In resolutions and decisions, a supplement is cited in a footnote containing the following elements:

1. Title of series (in italics)
2. Session or year, as appropriate (in italics)
3. Supplement number (in italics)
4. Volume number, if any (in standard font)
5. "and corrigendum(a)", if any (in standard font)
6. Document symbol and volume number, if any (in parentheses)

The title of the report (e.g. *Report of the Committee for Programme and Coordination*) is not
included in the footnote.

Examples:

1 *Official Records of the General Assembly, Sixtieth Session, Supplement No. 16 (A/60/16).*

2 *Official Records of the Economic and Social Council, 2005, Supplement No.3 and corrigenda
(E/2005/23 and Corr.1 and 2).*

(Vol. V)).*

In documents and publications, supplements may be cited by giving the document symbol in a
text note after the descriptive title of the report.

Example:

For its consideration of the item, the Council had before it the report of the Commission on

*Supplements to the Official Records of the Economic and Social Council.* The reports of
subsidiary bodies of the Economic and Social Council are issued as supplements with two
symbols (a Council symbol and a symbol of the subsidiary body) but only the Council symbol is
given in a reference, as shown in the preceding example.
Addenda to supplements

In references to supplements to which one or more addenda have been issued, the word "addendum(a)" is included when the main report and the addendum(a) have the same supplement number (Supplement No. 21). When an addendum is denoted by a number and a letter (Supplement No. 5A), thereby distinguishing it from the main report (Supplement No.5), the word "addendum" is omitted from the footnote.

Examples:

Same supplement number for main report and addendum:


Addendum denoted by a number and a letter:


Reports not yet issued as supplements

In a reference to a report that has been issued in preliminary form as a masthead document and has yet to be issued in final form as a supplement to the Official Records, the document symbol is given first, followed by “For the final text, see Official Records … [full reference].”

Examples:


References to items contained in a supplement

References to items contained in a supplement should normally indicate the chapter and section or paragraphs in which the item can be found. When the item is part of the final element cited (e.g. part of a section or paragraph) but does not correspond to the whole element, the reference should begin with “See”. In the following example, the first reference is to one item (the declaration) contained in chapter I, section A, not to the section as a whole; the second reference, introduced by “see also”, is not to the decision as a whole but only to the declaration contained in the decision.

Example:

The General Assembly,

1. Reaffirms the declaration adopted on the occasion of the ten-year review and appraisal of the Beijing Declaration and Platform for Action at the forty-ninth session of the Commission on the Status of Women;

__________
Sales publications

Elements in the reference
Publications issued with a symbol and sales number
Articles and chapters in a publication
Yearbooks of the International Law Commission
Publications not issued in all languages

Elements in the reference

Most United Nations publications are issued with a sales number. They are cited in a footnote containing the elements listed below. A footnote will not necessarily contain every element listed but the information should be presented in the order indicated.

1. Title and subtitle (in italics)
2. Volume number and title, if any (volume number in standard font followed by a comma; title in italics); when a multivolume work is cited as a whole, give volume numbers only
3. Series title, letter and number, if any (optional; in standard font)
4. “United Nations publication, Sales No. __” (in parentheses)
5. “and addendum[a]” or “and corrigendum[a]”, if any (in parentheses after Sales. No.)
6. “Available from” URL, for publications available on a Secretariat website (optional)
7. Electronic medium, for a non-Internet source such as a CD-ROM (include version number, if any)

Title given in the text. When the title of a publication is given in the text, it is omitted from the footnote and the sales number is not enclosed in parentheses (see footnote 7 below). When a publication has not yet been issued, “forthcoming” replaces the sales number (see footnote 8).

Publications of United Nations programmes and regional commissions. Publications of United Nations programmes and regional commissions are sometimes published externally without a United Nations sales number. In such cases, the place of publication, publisher and year of publication are given in place of a sales number and the programme or regional commission is shown as author (see footnote 9). Offices and departments of the United Nations Secretariat are not given as authors.

Publications of the specialized agencies. Publications issued by the specialized agencies never have a United Nations sales numbers and are treated as outside sources (see Outside sources/Books and publications).

Examples:

Title and subtitle:

1 Weapons of Terror: Freeing the World of Nuclear, Biological and Chemical Arms (United Nations publication, Sales No. E.06.I.17).

Volume number and title:
Two volumes, different sales numbers:


Publication in a series:

4 Handbook on Geospatial Infrastructure in Support of Census Activities, Studies in Methods, Series F, No. 103 (United Nations publication, Sales No. E.09.XVIII.8).

Publication available on a Secretariat website:


Publication issued on CD-ROM:

6 World Population Prospects: The 2006 Revision–Comprehensive Dataset (United Nations publication, Sales No. E.07.XIII.8), CD-ROM.

Title given in text; no title in footnote:

7 United Nations publication, Sales No. E.07.II.C.1.

Publication not yet issued:


United Nations programme as author; published externally:


Publications issued with a symbol and sales number

In references to publications issued with both a document symbol and a sales number, the symbol is omitted. In the following example, the publication was issued with a sales number and the symbols E/2007/50/Rev.1 and ST/ESA/314 but neither symbol is included in the footnote.

Example:

1 World Economic and Social Survey 2007: Development in an Ageing World (United Nations publication, Sales No.E.07.II.C.1).

Note: Publications are occasionally issued with a sales number in some language versions and a symbol in others. When there is no sales number for the language version being referenced, the symbol should be used in the reference.

Articles and chapters in a publication
Articles and chapters attributed to individual authors. United Nations publications, in particular those issued as periodicals, may include articles or chapters attributed to individual authors. The following elements are included in a footnote reference:

1. Author of article
2. Title and subtitle of article (in quotation marks)
3. Title and subtitle of publication (in italics)
4. Volume and issue numbers, if any
5. "United Nations publication, Sales No. ___" (in parentheses)

Examples:

1 Frank Bovenkerk and Bashir Abou Chakra, “Terrorism and organized crime”, *Forum on Crime and Society*, vol. 4, Nos. 1 and 2 (United Nations publication, Sales No. E.05.IV.8).

2 Ingrid Waldon, “Sex differences in infant and early childhood mortality: major causes of death and possible biological causes”, *Too Young to Die: Genes or Gender?* (United Nations publication, Sales No. E.98.XIII.13).

Chapters not attributed to authors. When chapters are not attributed to individual authors, the chapter number is given at the end of the footnote. The title of the chapter is not normally given.

Example:


Yearbooks of the International Law Commission

The records of the International Law Commission are published in yearbooks issued as United Nations sales publications. References made within a yearbook to previous issues should not include the sales number. The sales number is given in all other documents and publications. In some cases, the sales number includes a part number.

Example:

1 *Yearbook of the International Law Commission, 1979*, vol. II, Part I (United Nations publication, Sales No. E.80.V.5 (Part I)).

Publications not issued in all languages

When a publication has been issued in one or more languages but not in the language of the text in which the reference appears, the title and sales number of a published language version can be given in the footnote reference. An appropriate explanation should be provided in the footnote. A translation of the title can be given in parentheses after the title of the published language version when necessary. The translated title should not be italicized or enclosed in quotation marks. For additional information, see *General instructions on footnotes and text notes/Points of style/Titles and subtitles/Works not translated*.

Reports of conferences

Most reports of United Nations conferences are issued as publications with a sales number but some are issued only with a symbol, which is given in place of a sales number in a reference. Conference reports are cited in a footnote containing the following elements:

1. Title (in italics)
2. Volume number and title, if any (volume number in standard font followed by a comma; title in italics); when a multivolume work is cited as a whole, give volume numbers only
3. “United Nations publication, Sales No. ___” or symbol (in parentheses)
4. “and corrigendum[a]”, if any (in parentheses after Sales No.) or “and Corr.__” (after a symbol)

The place and date of the conference are included in the title when they are shown on the cover or title page of the report.

Examples:

Report with a sales number:


Report with a symbol:


Single volume and corrigendum cited:


Multi-volume work cited as a whole:


Resolutions and decisions

Resolutions and decisions of the major organs
Resolutions and decisions of subsidiary bodies and United Nations conferences

Resolutions and decisions adopted by intergovernmental bodies are identified as described in Resolutions and other formal decisions of United Nations organs/System of identification.

Resolutions and decisions of the major organs

When numbered resolutions and decisions adopted by the General Assembly, Security Council and Economic and Social Council are mentioned in a text, no reference is made to the supplement in the Official Records series in which they are printed.

Decisions without numbers. Decisions of the General Assembly were not numbered until the thirty-first session, in 1976. Decisions of the Economic and Social Council were not numbered until the fifty-sixth session, in 1974. A complete reference should be provided for a decision that is not numbered. The reference should normally specify the section of the supplement containing the decision but the page number may be given when the supplement does not contain sections.

Example:

At its 1838th plenary meeting, on 17 December 1969, the General Assembly took note of that appointment.¹
Statements by the President of the Security Council. Statements by the President of the Security Council are decisions of the Council. They are issued as masthead documents and cited by document symbol (S/PRST/____) in a report. In resolutions other than Security Council resolutions, a reference to the Resolutions and Decisions of the Security Council is added after the document symbol.

Examples:

Statement cited in a report:

On 30 November, after hearing a briefing by the Assistant Secretary-General for Peacekeeping Operations, the Council adopted a presidential statement (S/PRST/2005/58) in which it expressed its deep concern at the persistent disagreements among the parties on the appointment of the Prime Minister.

Statement cited in a resolution:

The General Assembly,

Taking note of the statement by the President of the Security Council of 31 August 2001\(^1\) underlining the importance of practical disarmament measures in the context of armed conflicts,


Resolutions and decisions cited in footnotes and text notes. When a resolution or decision or an item therein is mentioned in the text without the resolution or decision number, the number should be provided in a footnote or text note. The date of adoption is omitted from the reference. When a resolution or decision is cited in another resolution issued by the same body, the issuing body is not specified in the footnote, as shown below in the second example.

Examples:

The Commission on the Status of Women emphasized the need to include a gender perspective in the high-level plenary meeting on the review of the Millennium Declaration (see General Assembly resolution 55/2).

\* \* \*

The General Assembly,

Reaffirming the purposes and principles enshrined in the Universal Declaration of Human Rights,\(^1\)

\(^1\)Resolution 217 A (III).

Resolutions and decisions of subsidiary bodies and United Nations conferences

The first time a resolution or decision adopted by a subsidiary body of the General Assembly or Economic and Social Council or by a United Nations conference is mentioned in the text, a reference should be given to the supplement or conference report in which the resolution or decision is printed. The same applies to items contained in or annexed to such resolutions and decisions, such as a declaration or plan of action.
Examples:

Resolution adopted by a subsidiary body:


Annex to a resolution adopted by a conference:

The General Assembly,

Recalling the Plan of Implementation of the World Summit on Sustainable Development,\(^1\)


Note: “See” is used to introduce the reference in the first example, indicating that the resolution mentioned is only one of many items contained in the section cited in the text note. “See” is not used in the second example because the Plan of Implementation corresponds to the entire annex cited in the footnote.

Statements and oral reports made before a United Nations body

Statements and oral reports cited in a document

Statements and oral reports cited in a resolution

Statements and oral reports made before certain United Nations bodies are issued in a summary record (SR) or verbatim record (PV) for each meeting.

Statements and oral reports cited in a document

When statements and oral reports made at a meeting are mentioned in a report, the following information should be given in the text:

1. Meeting number and date
2. Title of speaker
3. Symbol of SR or PV (in parentheses)

The meeting number and date (or the year) are omitted if they were established in an earlier paragraph of the report, as in the first example. The titles of speakers are omitted from a general reference to statements made in the course of the proceedings, as shown in the third example.

Examples:

Before the adoption of the draft resolution, statements were made by the representatives of the United Kingdom of Great Britain and Northern Ireland, the United States of America and Jamaica (on behalf of the States Members of the United Nations that are members of the Group of 77 and China) (see A/C.2/60/SR.37).

At the 11\(^{th}\) meeting, on 20 October, the Chairman of the Fourth Committee made an introductory statement (see A/C.4/58/SR.11).

The Fifth Committee considered the item at its 51st, 52nd, 64th and 66th meetings, on 22 and 23 May and 27 and 30 June 2006. Statements and observations made in the course of the
Committee’s consideration of the item are reflected in the relevant summary records (A/C.5/60/SR.51, 52, 64 and 66).

Note: Footnotes and text notes are introduced by “see” when the reference is to selected statements and oral reports summarized in an SR or reproduced in a PV rather than to the SR or PV as a whole.

Statements and oral reports cited in a resolution

In the final version of a resolution or decision, a reference to a statement or an oral report should be given in a footnote containing the following elements:

1. Title of the Official Records series (in italics)
2. Session (in italics)
3. Volume title (in italics) (e.g. Plenary Meetings, Fifth Committee)
4. Meeting number (in standard font)
5. Symbol of SR or PV (in parentheses) followed by “and corrigendum”

Examples:

The General Assembly,

Having heard the statement made by the Secretary-General of the Asian-African Legal Consultative Organization on the steps taken by the Consultative Organization to ensure continuing close and effective cooperation between the two organizations,¹


* * *

The General Assembly,

... ¹

1. Takes note of the reports of the Secretary-General on ... and endorses the related oral report of the Advisory Committee on Administrative and Budgetary Questions;²


Instruments in the Treaty Series

Treaties, conventions, protocols and other items published in the United Nations or League of Nations Treaty Series are always cited in a footnote containing the following elements:

1. Author (United Nations or League of Nations)
2. “Treaty Series” (in italics)
3. Volume
4. Number (only for the United Nations Treaty Series)

Examples:

³League of Nations, Treaty Series, vol. CLV.
Note: Not all treaties, protocols and conventions are published in the Treaty Series. They may be contained in a document, publication or resolution.

Advisory opinions, judgments and orders of the International Court of Justice

Advisory opinions. Advisory opinions of the International Court of Justice issued in the I.C.J. Reports series should be cited in a footnote containing the following elements:

1. Case name as given on first page of report (in italics; may be included in the text)
2. “Advisory Opinion” (in italics)
3. “I.C.J. Reports [year]” (in italics)
4. Page on which case begins

When the advisory opinion has been reproduced in a United Nations masthead document, the document should be cited first.

Example:

The General Assembly,

Recalling the advisory opinion of the International Court of Justice on the Legality of the Threat or Use of Nuclear Weapons, issued on 8 July 1996,1

1 A/51/218, annex; see also Legality of the Threat or Use of Nuclear Weapons, Advisory Opinion, I.C.J. Reports 1996, p. 226.

Judgments and orders. The following elements are included in references to judgments and orders of the Court:

1. Case name as given on first page of report (in italics)
2. Names of parties (in italics) (e.g. Spain v. Canada)
3. Volume title as given on first page of report (in italics)
4. “I.C.J. Reports [year]” (in italics)
5. Page on which case begins

Example:

1 Fisheries Jurisdiction (Spain v. Canada), Jurisdiction of the Court, Judgments, I.C.J. Reports 1998, p. 432.

Conference room papers

Conference room papers, designated by “CRP” in the symbol (E/2006/CRP.4), are not normally cited because they are not available to most readers. Exceptions are made for conference room papers on which an intergovernmental body takes action or bases its discussion. Major documents issued only in the form of a conference room paper, such as the draft reports of certain intergovernmental bodies, may also be cited when necessary. Such documents are cited in the same way as masthead documents.

Conference room papers containing negotiated texts or working drafts should not be cited if the texts are to be issued in final form as masthead documents or incorporated into a report issued with an official symbol or sales number, such as the report of a United Nations conference.
Note: Conference room papers are sometimes included in a list of documents considered by an intergovernmental body in a report on its proceedings.

Restricted documents

Restricted documents, designated by an “R” in the symbol (E/CN.6/2008/R.__), are not cited because they normally contain confidential information and are not available to most readers.

Material on the website of an office or department

Material not issued under a document symbol or not available in print

Online databases

Guidelines on references to material posted on the website of an office or department of the United Nations Secretariat are provided under General instructions on footnotes and text notes/Electronic sources/United Nations sources available online.

Material not issued under a document symbol or not available in print

References to material that has not been issued under an official document symbol or is not available in print should include the following:

1. Title or description of material (may be given in the text)
2. “Available from” URL (in a footnote) or “see” URL (in a text note)

Examples:

The General Assembly,

Bearing in mind the Programme of Action, 2006–2010, endorsed by the Round Table for Africa, held in Abuja on 5 and 6 September 2005,


At its 13th meeting, on 9 March, the Commission took note of the moderator’s summary of the panel discussion on key policy initiatives to eliminate all forms of discrimination and violence against the girl child (see www.un.org/womenwatch/daw/csw/51sess.htm).

Online databases

Material from an online database is cited in a footnote containing the following elements:

1. “United Nations”, if not included in name of database
2. Title of relevant section or data file, if applicable (in quotation marks)
3. Name of database (in standard font)
4. Date published or last updated, if indicated
5. “Available from” URL
6. Date accessed, if date last updated is not indicated on website (in parentheses)

Other information, such as a table number or specific links, may be included when appropriate.

Example:
Outside sources

Documents of other organizations | Articles in a periodical
Books and publications | Articles in a newspaper
Publishing data: special issues | Articles on a website
Government publications | Unpublished papers and dissertations
Laws | Databases
Working papers and research reports in a published series | Public statements
Articles and chapters in a book or publication | Interviews

The instructions and examples given below apply to sources cited in footnotes and text notes. For instructions on sources given in reference lists and bibliographies, see Reference lists and bibliographies.

Documents of other organizations

Documents issued by other organizations are normally cited in footnotes containing the following elements:

1. Organization
2. Title of document or item in document (may be given in text)
3. Document symbol, if any
4. “Available from” URL, for documents not available in print

The name of the organization is spelled out, not abbreviated, unless the abbreviation has been defined in the text or a list of abbreviations at the beginning of the text.

Examples:

The General Assembly,

1. Takes note of the adoption by the International Maritime Organization of amendments to the International Convention for the Safety of Life at Sea introducing the long-range identification and tracking of ships system;¹

¹International Maritime Organization, document MSC 81/25/Add.1, annex 2, resolution MSC.202(81).

* * *

Despite intensive consultations held in pursuance of the Hong Kong Ministerial Declaration,³ the positions of countries on these issues remained largely unchanged.


Books and publications

Books and publications not issued by the United Nations Secretariat (those issued without a United Nations sales number) are cited in footnotes containing the elements listed below. A
footnote will not necessarily contain every element listed but the information should be presented in the order indicated.

1. Individual author, editor or institutional author (organization standing in place of author)
2. Title and subtitle (in italics)
3. Edition, if not the first (e.g. 2nd ed., revised ed.)
4. Volume number and title, if any (volume number in standard font followed by a comma; title in italics); when a multivolume work is referred to as a whole, give volume numbers only
5. Series title and number, if any (in standard font; optional)
6. Publishing data (place, publisher, year) or symbol (in parentheses); see also Publishing data: special issues
7. “Available from” URL, for sources accessed online
8. Electronic medium, for a non-Internet source such as an e-book or CD-ROM (include version number, if any)

When an organization is both author and publisher (i.e. no separate publishing office is indicated on the title page), the name is given in the author’s place and omitted from the publishing data. The name of the organization is normally spelled out, not abbreviated, unless the abbreviation has been defined in the text or a list of abbreviations at the beginning of the text.

Examples:

One author; title and subtitle:


Three authors; edition other than the first:


More than three authors; book in a series:


Editor in place of author; volume number and title:


Organization as author and publisher:


Organization as author; symbol in place of publishing data:


Organization as author and publisher; publication accessed online:

Book issued on CD-ROM:


E-book:


**Publishing data: special issues**

**Place of publication**

**Publisher's name**

**Co-publication**

**Book not yet published**

**Publishing data not available**

**International Standard Book and Serial Numbers**

The publishing data for books and publications normally includes the place (city), publisher and date (year) of publication. In footnotes these elements are enclosed in parentheses and separated by a comma. For the style used in reference lists and bibliographies, see *Reference lists and bibliographies*.

**Place of publication**

The city of publication appears with the publisher’s name on the title page or copyright page of a book or publication. When more than one city is listed for a publisher, only the first one should normally be given in the footnote.

When the city is not widely known or could be confused with another place of the same name, the state or province should be given unless it is part of the publisher’s name. In some cases, it may be helpful to specify the country. Place names should be spelled out, not abbreviated.

Examples:

Ann Arbor, University of Michigan Press
Boulder, Colorado, Westview Press
Cambridge, Massachusetts, MIT Press
Cambridge, United Kingdom, Cambridge University Press
Gabriola Island, British Columbia, New Society Publishers
Harmondsworth, United Kingdom, Penguin Books

*but* Oxford, Oxford University Press

In an English text, the place names for all publishers are given in English (e.g. “Vienna”, not “Wien”).

**Publisher’s name**
The publisher’s name should be given as it appears on the title page or copyright page of a book or publication, except that an initial “The” and the abbreviations “Inc.”, “Ltd.” and “S.A.” are omitted. When the name includes an ampersand (&), either “and” or “&” can be used. Names of publishers that are in another language (e.g. Presses Universitaires de France) should not be translated.

Co-publication

When a book has two or more publishers, each city of publication and publisher should be included in the reference. They should be listed in the order shown on the title page or copyright page of the book.

Examples:


Book not yet published

When a book or publication is in preparation but has not yet been published, “forthcoming” replaces the publishing data.

Example:

3 Jessica Holmes, Emerging Environmental Issues: Will We Survive? (forthcoming).

Publishing data not available

When the place or publisher is not known, the abbreviation “n.p.” (no place and/or no publisher) should be used. When the date of publication is not known, the abbreviation “n.d.” (no date) is used. When no publishing data are available, “n.p., n.d.” may be used.

Example:

4 John Cole, Disappearing Islands (n.p., n.d.).

Note: The place is normally omitted for books and publications available only online and the abbreviation “n.p.” need not be used. The URL and the date on which the source was published, last updated or accessed should be included.

International Standard Book and Serial Numbers

Publications and books have an International Standard Book Number (ISBN) or, if they are part of a series, an International Standard Serial Number (ISSN). These numbers are not included in references.

Government publications

For government publications, the elements included in footnotes are the same as those listed above for books and publications. The footnote begins with the following when there is no individual author or editor:
1. Country (Not “Government of …”)
2. Author department, ministry or other unit

When the government department or unit is both author and publisher (i.e. no separate publishing office is indicated on the title page), the name is given after the country and omitted from the publishing data. The name of the government department or unit is normally spelled out, not abbreviated.

Examples:


Publication by an individual author. For government publications prepared by an individual author, the author’s name is given first. The government department may be identified in the series title or the publishing data. In some cases, the publishing office itself will specify how the work should be cited.

Example:


Laws

When laws, statutes, decrees and other acts having the force of law are cited in a general (non-legal) text, the reference normally includes the following elements:

1. Country (not “Government of …”) or other jurisdiction
2. Title of law or body of laws, if any (in standard font without quotation marks)
3. Number of law, if any
4. Date of adoption, if not part of title (in parentheses)
5. Article, part, chapter or section, if relevant

When the law has been published in a compendium, the following elements may also be included:

6. Title of compendium in which the law was published (in italics)
7. Volume number, if any
8. Date of publication (in parentheses)

Other elements (such as a URL or the place of publication and publisher of a compendium) can be added as necessary. The order of elements may vary, depending on the nature of the work and the style used by the country or issuing body. For guidelines on the reference style used in legal texts, see The Chicago Manual of Style, 15th edition, and The Bluebook: A Uniform System of Citation, 18th edition.

Examples:

When the title of a law is given in another language, it is not italicized. For further information, see General instructions on footnotes and text notes/Points of style/Titles and subtitles/Works not translated.

Example:

1 Dominican Republic, Ley sobre comercio electrónico, documentos y firmas digitales (2002).

Working papers and research reports in a published series

The following elements are included in footnotes:

1. Author
2. Title of paper or report (in quotation marks)
3. Title of series (in standard font)
4. Working paper or report number, if any
5. Publishing data (place, publisher, year) (in parentheses)
6. “Available from” URL, for paper or report accessed online

Example:


Note: Some working papers or research reports are issued as books or publications with an ISBN or ISSN. In such cases, the work is treated as a book and the title is italicized.

Articles and chapters in a book or publication

Articles and chapters written by individual authors and included in a multi-author book or publication are cited in footnotes containing the following elements:

1. Author of article or chapter
2. Title of article or chapter (in quotation marks)
3. “in” title and subtitle of book or publication (in italics)
4. Edition, if not the first (e.g. 2nd ed. or revised ed.)
5. Volume number and title, if any (volume number in standard font followed by a comma; title in italics); when a multivolume work is referred to as a whole, give volume numbers only
6. Editor (ed.)
7. Series title and number, if any (optional; in standard font)
8. Publishing data (place, publisher, year) or symbol (in parentheses); see also Publishing data: special issues
9. “Available from” URL, for an article accessed online
10. Electronic medium, for a non-Internet source such as an e-book or CD-ROM (include version number, if any)

Examples:

1 César Calderón and Luis Servén, “Latin America’s infrastructure in the era of macroeconomic crises”, in The Limits of Stabilization: Infrastructure, Public Deficits and Growth in Latin America,
Volume number, no volume title:


Articles in a periodical

Periodicals include journals, magazines and newsletters. The following elements are included in footnotes:

1. Author, if any
2. Title of article (in quotation marks)
3. Name of periodical (in italics)
4. Volume and issue numbers, if any
5. Date or season as shown on periodical (in parentheses when there is an issue number)
6. “Available from” URL, for an article accessed online

Examples:

Journal with volume, issue and date:


Articles in a newspaper

The following elements are included in footnotes:

1. Author, if any
2. Title of article (in quotation marks)
3. Name of newspaper in the language of publication (in italics)
4. City of publication (in standard font, in parentheses), when necessary
5. Date of article (day, month, year)
6. “Available from” URL, for an article accessed online

Initial articles are omitted from the names of English-language newspapers (e.g. New York Times, not The New York Times). The article is retained when it is part of the name of a newspaper in another language (e.g. Le Monde, El Pais).

The city of publication is added if it is not part of the name of the newspaper and the paper is not widely known or could be confused with another paper of the same name or when the name is in another language.

Examples:

Article with author:


Article without author; city included for clarification:
"Aviation MD allowed risky planes to fly to Congo", Daily Monitor (Kampala), 15 August 2002.


Reference in the text. A general reference to the newspaper as a whole is sometimes sufficient. The name of the newspaper and the date are then given directly in the text. When referencing a direct quotation or summary of an article from a newspaper, it is preferable to insert the name of the newspaper and the date in parentheses after the quotation or summary.

Examples:

As reported in Le Monde on 2 July 2009, ....

It was reported that [quotation or summary]. (Jerusalem Post, 3 December 2007)

Articles on a website

The following elements are included in footnotes:

1. Author of article, if any, or organization responsible for website
2. Title of article (in quotation marks)
3. Date posted or last updated, if indicated
4. "Available from" URL
5. Date accessed, if no date is indicated on website (in parentheses)

Example:


When an article has been removed from the website and cannot be found on another site, the editor may delete the reference and, in consultation with the author, adjust the content of the text if necessary.

Unpublished papers and dissertations

The following elements are included in footnotes:

1. Author
2. Title (in quotation marks)
3. Nature of the work (e.g. paper prepared for an organization or presented at a meeting; thesis or dissertation)
4. Name of organization or meeting for which paper was prepared
5. Name of university, for thesis or dissertation
6. Place and date (omit place for thesis or dissertation)

Examples:
Paper prepared for an organization:

1 Aaron Cosbey and others, “The rush to regionalism: sustainable development and regional/bilateral approaches to trade and investment liberalization”, paper prepared for the International Development Research Centre, Winnipeg, Canada, November 2004.

Paper prepared for a meeting:


Dissertation:


Databases

Information from an online database is documented in a footnote containing the following elements:

1. Organization responsible for database
2. Name of section or data file, if applicable
3. Name of database (in standard font)
4. Date published or last updated, if indicated
5. “Available from” URL, for database on a website
6. Date accessed, if no date is indicated on website (in parentheses)

Other information, such as a table number or specific links, may be included when appropriate.

Example:


Databases issued on a CD-ROM are treated as a book or publication.

Public statements

The following elements are included in footnotes:

1. Name and title of speaker
2. Exact or descriptive title of statement (exact title in quotation marks)
3. Event or body addressed
4. Place and date of statement
5. “Available from” URL, for statement accessed online

Example:


References to public statements may be given in the text when appropriate.
Example:

The Secretary-General of the Organization for Economic Cooperation and Development (OECD), in a statement made on 17 May to the OECD Forum 2007, noted that… (see www.oecd.org).

Interviews

References to interviews may be given directly in the text or in a footnote. They should include the following information:

1. Person interviewed, if appropriate
2. Interviewer, if not apparent from context
3. Place and date of interview, if known

When the person interviewed cannot be named, a descriptive term should be used instead. When the identity of the interviewer is apparent from the context (e.g. the interview is cited in a report by a panel of experts who conducted the interviews), the interviewer need not be specified.

Examples:

People interviewed not named:

According to several international observers interviewed by the Panel in Nairobi on 18 September and 26 October 2002,....

Interviewer omitted:

\^ Interview with Osman Ahmed Hassan, Head of Somaliland Representation to the United Kingdom, London, 4 January 2003.

Personal communications

References to personal communications (e.g. letters, e-mail, telephone conversations and discussions) may be given in the text or in a footnote and should include the following information:

1. Sender or person providing the information
2. Title or affiliation of sender, if relevant (normally included in a footnote)
3. Subject of the communication
4. “Personal communication” or type of communication (e.g. discussion, e-mail)
5. Recipient of information, if relevant
6. Date of communication

References to personal e-mail messages should not include the sender’s e-mail address.

Examples:

In text:

The World Health Organization has found an extremely high incidence of tuberculosis in all age groups throughout the region (Jason Doucette, personal communication, 29 May 2009).

Footnote:
Repeated references

Repeated footnote indicators
Use of ibid.
Shortened references
Repeated footnotes in tables and figures

A reference is given the first time a source or item (e.g. a report, convention or plan of action) is mentioned in the text. In resolutions, a reference is given the first time an item is mentioned in the preamble and the first time it is mentioned in the operative part. Once a reference has been given, it is repeated only when necessary for the sake of clarity or to change a specific element in the reference, such as a section or paragraph number.

Repeated footnote indicators

When a reference must be repeated, in certain cases the footnote indicator can be repeated in the text without repeating the footnote itself. A numbered footnote indicator can be repeated throughout a resolution or an entire section or set of resolutions as necessary. In documents and publications, normally a footnote indicator can be repeated if it falls within six double-spaced pages of the first reference; otherwise, a shortened reference can be given in a new footnote.

In the following example, the footnote indicators are repeated in the text to identify documents that were cited in full earlier in the resolution. The footnotes themselves are not repeated.

Example:

The General Assembly,

1. Takes note of the reports of the Secretary-General,\textsuperscript{1,2,3} the reports of the Office of Internal Oversight Services\textsuperscript{5,7} and the notes by the Secretary-General;\textsuperscript{6,8}

Repeated footnotes indicated by asterisks and other symbols. When asterisks and other symbols are used as footnote indicators in a list or table of contents, the same symbol can be repeated as necessary when the footnote applies to more than one item. The footnote itself need not be repeated.

Use of ibid.

“ Ibid.” (the abbreviation for “ibidem”, meaning “in the same place”) refers to the work cited in the preceding footnote or to the preceding work within the same footnote. The term should not be used when the preceding footnote includes more than one source.

“Ibid.” is used when it is not possible to repeat footnote indicators (e.g. in documents and publications when the repeated reference is more than six double-spaced pages away from the first reference) and to replace those elements that are identical in the preceding footnote or the preceding work within the same footnote. It is never used solely to replace the name of an author. When different works by the same author are cited in consecutive footnotes, the author’s name is repeated in full each time.

Examples:

2 Ibid., vol. 2187, No. 38544.


6 Ibid.

"Ibid." may be used to replace document symbols in text notes when the document symbol is repeated within six double-spaced pages and no other references intervene.

Example:

1. The establishment of one P-5 post for the Conventional Arms Branch is proposed under subprogramme 3 (A/60/6 (Sect. 4), para. 4.35).

2. . . .

4. One General Service post is proposed for abolition under subprogramme 1 in the Conference on Disarmament secretariat and Conference Support Branch in Geneva (ibid., para. 4.26).

**Shortened references**

In documents and publications, once a reference has been given in full, a shortened form can be used when the same source is cited again in non-consecutive footnotes. The abbreviations “op. cit.” and “loc. cit.” are not used.

The shortened reference should include:

1. Author’s last name
2. Shortened version of title

When the footnotes are widely separated, a cross reference to the original footnote should also be included.

Example:

3 Peter Lloyd-Sherlock, “Population ageing in developed and developing regions: implications for health policy”, *Social Science and Medicine*, vol. 51, No. 6 (15 September 2000).

4 Lloyd-Sherlock, “Population ageing” (see chap. II, footnote 3).

For works without an author, the shortened title alone is sufficient.

Example:

10 *Handbook on Geographic Information Systems and Digital Mapping* (United Nations publication, Sales No. E.00.XVII.12).
Repeated footnotes in tables and figures

*Source notes.* In tables and figures, references to sources are normally given in full (see *Tables/Notes to tables*). When the same general source is used repeatedly for a series of tables, a shortened reference and a cross reference to the first table containing the full reference can be given in the source note. "Ibid." should not be used to refer to a source in a previous table.

Example:

*Source:* *World Economic and Social Survey 2006* (see table 1).

*Footnotes within tables and figures.* Footnote indicators are repeated within a given table or figure after every item to which the footnote applies (see *Tables/Notes to tables*). Lower-case letters are normally used as footnote indicators (see *Footnote indicators/Footnotes indicated by lower-case letters*).

Permission footnotes

When quoting more than a few paragraphs or reproducing tables and graphic material from a work in copyright, the author must obtain permission to reprint from the copyright owner. Copies of letters granting permission to reprint should be sent to the editors.

The form or wording used in the acknowledgement footnote should conform exactly to any specifications given by the copyright owner. The basic form for a footnote acknowledging permission to reprint is as follows:

1 From Author, *Title of Book* (Place of publication and publisher). Copyright [year] by [copyright owner]. Reprinted by permission.

When an excerpt from a United Nations publication in copyright is reprinted in a United Nations document or another United Nations publication, it is not necessary to include a permission footnote. In some cases, however, it may be desirable to indicate that the work is in copyright by adding the phrase "Copyright [year] by the United Nations." at the end of the reference footnote.

Explanatory footnotes

- Content
  - Notes to explanatory footnotes
  - Supplementary sources of information

Content

Explanatory footnotes provide additional information on or clarification of statements made in the text. They contain material that is related to but not appropriate for inclusion in the text itself.

Examples:

Productivity and price inflation are expected to affect future expenditures on health-care services.1
Productivity is measured by the non-quality-adjusted unit costs—the recurrent expenditures at the facility level divided by the volume of units of service for outpatient visits and inpatient admissions. A decline in unit costs is regarded as a productivity improvement.

* * *

The General Assembly,

. . .

1. Invites Member States to consider the possibility of using the operational manual in their national efforts to combat kidnapping, and requests the United Nations Office on Drugs and Crime, within available extrabudgetary resources, not excluding the use of existing resources from the budget of the Office,¹ to provide Member States, upon request, technical assistance and advice in implementing the provisions of the manual;

¹This language does not provide a basis for an increase in the budget or requests for supplemental increases.

Explanatory notes in front matter. In publications, explanatory notes that apply to the text as a whole are included in the front matter.

Notes to explanatory footnotes

When an explanatory footnote includes an element or statement that would normally require a footnote, the reference can be given in parentheses at the end of the footnote.

Example:

¹ The world population aged 60 and older is expected to triple between 2005 and 2050, whereas the population aged 80 years or over is projected to increase by a factor of 4.5 over the same time period (World Economic and Social Survey 2007: Development in an Ageing World (United Nations publication, Sales No. E.07.II.C.1), table II.3).

When an explanatory footnote is used in a publication or report containing author-date source references, the footnote may include a parenthetical author-date reference. The full reference is included in the reference list (see Reference lists and bibliographies/Author-date system/Author-date references in an explanatory footnote).

Supplementary sources of information

Explanatory footnotes may refer readers to other sources for clarification or additional information. Supplementary and illustrative sources are introduced by “see”, “see also” or “see, for example”. References to websites can also be introduced by the words “available from”.

Examples:


* * *

² For an assessment of the progress made in Afghanistan, see the report of the Security Council mission to Afghanistan, 11 to 16 November 2006 (S/2006/935); see also the Afghanistan Compact (S/2006/90, annex).

* * *
3 Additional information on the impact of AIDS on older people and their families is available from www.helpage.org.

Cross references

Cross references refer readers to information contained in another part of the same text. In documents and publications, cross references to annexes, tables and figures and to other chapters, sections and paragraphs are normally given in parentheses in the text and are introduced by “see”.

When the cross reference is to an entire chapter or section, either the chapter and section or the paragraph numbers should be given but not both. Cross references to pages should be avoided when possible.

Examples:

In many of the least developed countries, gender equality has improved in primary education but the gender disparities increase with the level of education (see annex II, table 4).

* * *

By the 1980s, these economies had switched to high-technology manufacturing (see chap. III, sect. B).

* * *

At the same meeting, the Committee adopted draft resolution A/C.2/60/L.67 (see para. 7).

Cross references after titles, subtitles and headings in documents are given in footnotes; asterisks or other symbols are used as indicators (see Footnote indicators/Footnotes indicated by asterisks and other symbols).

Footnote indicators

Types of indicators
- Placement of indicators in the text
- Numbered footnotes
- Footnotes indicated by lower-case letters
- Footnotes indicated by asterisks and other symbols

Types of indicators

Every footnote has a corresponding footnote indicator—a number, lower-case letter or asterisk or other symbol—typed in superscript in the text.

Indicators in documents and publications. In documents and publications, numbered footnotes are used in the main body of the text. Lower-case letters are normally used as footnote indicators in annexes, appendices, tables, figures and boxed text within a document or publication. Asterisks and other symbols are used as indicators in the specific cases described below (see Footnote indicators/Footnotes indicated by asterisks and other symbols).

Indicators in resolutions and decisions. Numbered footnotes are used in resolutions and decisions, including any annexes to the text. Lower-case letters are not used. Asterisks and other symbols are used primarily in decisions concerning the election of members of intergovernmental bodies.
Placement of indicators in the text

The footnote indicator is normally placed after the full title or description of the source or item being referenced and should always be positioned so as to leave no doubt about the subject of the reference. When a statement is being substantiated or explained, the indicator is placed at the end of the appropriate phrase or sentence. It is placed after a quoted passage, not after the words introducing the quotation.

When there are punctuation marks (e.g. a comma, colon or period) at the point where the footnote indicator should be inserted, the indicator is placed after the punctuation in English but before the punctuation in French and Spanish. When more than one indicator must be inserted at the same place in the text, the indicators are separated by a comma.

Editors should check all indicator numbers against the footnotes to ensure that they correspond and that no numbers have been repeated incorrectly or skipped.

Numbered footnotes

In documents and publications, footnotes should be numbered consecutively throughout the main body of the text except in the cases described below.

Reports of the Main Committees of the General Assembly. Footnotes are numbered consecutively throughout sections I (Introduction) and II (Consideration of proposals). In section III (Recommendations), they are numbered separately for each draft resolution, beginning with footnote 1 each time.

Reports containing replies to requests for information from organizations and Governments. Footnotes are numbered separately for each reply from an organization or Government that is reproduced or summarized in a report, beginning with footnote 1 each time. This numbering system ensures that the footnotes will correspond in all language versions of the report since the replies are presented in the alphabetical order of the names of the responding organizations and Governments and the sequence will vary in different language versions of the report.

Publications and supplements. It is acceptable to number footnotes separately in each chapter or section of a lengthy publication or supplement to the Official Records. In publications containing articles by different authors, footnotes are always numbered separately for each article.

Footnotes in a foreword or preface. The footnotes in a foreword or preface to a publication are numbered separately from those in the main body of the text.

Footnotes indicated by lower-case letters

Annexes and appendices. In documents and publications, lower-case letters are normally used as footnote indicators in an annex or appendix. When the series of footnotes extends beyond the letter z, numbers are used instead of letters. A separate series of footnotes should be used for each annex and appendix in a document or publication.

Note: When an annex or appendix contains material that is to be reproduced as submitted, the footnotes should not be altered by changing the numbers to letters.

Tables and figures. Lower-case letters are used as footnote indicators in most tables and figures (see Tables/Notes to tables). In statistical publications containing tables with numerous footnotes, numbers are normally used instead of letters.
**Boxed text.** Lower-case letters are used as footnote indicators in boxed text within a document or publication and in a boxed summary at the beginning of a document.

**Footnotes indicated by asterisks and other symbols**

In documents and publications, asterisks and other symbols are used as footnote indicators when it is necessary to depart from the normal system of numbering or lettering.

**Sequence of symbols.** When a series of such footnotes is required, the following sequence of symbols should be used:

* · ** · *** · **** · † · ‡ · §.

When more than seven footnotes are needed, numbers are used instead of symbols.

**Placement of symbols.** Asterisks and other symbols are placed after the elements to which they relate in the same way as footnote numbers and lower-case letters. The footnotes are normally placed at the bottom of the page. When the information in the footnote applies to more than one item in a list or table of contents, the same indicator (asterisk or other symbol) can be repeated as necessary without repeating the footnote itself.

*Note:* Footnotes indicated by asterisks and other symbols are placed above footnotes indicated by numbers and lower-case letters when they appear at the bottom of the same page.

**When to use asterisks and other symbols.** Asterisks and other symbols are used as footnote indicators in the following cases:

- Above the masthead, after the document symbol to indicate a reissue
- Below the masthead, in the left corner notation, after “Item ___ of the provisional agenda” to provide the symbol of the provisional agenda
- After the title of a document to provide information relating to the document as a whole
- After the heading “Report of the Secretary-General” to explain late submission
- After the sponsor of a draft resolution or decision submitting the text on behalf of a group
- After the title or submitter of a technical paper for a conference or intergovernmental body to identify the author or provide other information
- After the name of the author of an article in a publication to indicate the author’s title and affiliation
- After titles, subtitles and headings to provide cross references
- After items in a list or table of contents to provide additional information
- After country names in decisions concerning the election of members of intergovernmental bodies to indicate the dates on which their terms of office expire
- For explanatory footnotes in texts containing keyed references

**Examples:**

Above the masthead, after the document symbol to indicate a reissue for technical reasons:

*A/63/___*

* Reissued for technical reasons.

*Note:* A single asterisk is always used for the footnote “Reissued for technical reasons.” A double asterisk is used for the footnote “Second reissue for technical reasons.” A triple asterisk is used for a third reissue. The asterisks are printed on the document that was reissued but should not be included in references giving the symbol of the reissued document.
In the left corner notation to indicate the symbol of the provisional agenda:

Item 3 of the provisional agenda*

* E/CN.9/2008/1.

After the title of a document to provide information relating to the document as a whole:

Provisional agenda of the sixty-third regular session of the General Assembly*

* Issued in accordance with rule 12 of the rules of procedure.

After “Report of the Secretary-General” (below the title) to explain late submission:

[Title of report]

Report of the Secretary-General*

* The present report is being issued at this time to include the latest available data.

After the sponsor of a draft resolution or decision submitting the text on behalf of a group:

Antigua and Barbuda:* draft resolution

Third United Nations Conference on the Least Developed Countries

* On behalf of the States Members of the United Nations that are members of the Group of 77 and China.

After the title or submitter of a technical report for a conference or intergovernmental body to identify the author or provide other information:

Grammar of toponymy

Submitted by France**

** Prepared by Pierre Jaillard (France).

After the name of the author of an article in a publication to indicate title and affiliation:

Terrorism and organized crime

by Frank Bovenkirk* and Bashir Abou Chakra**

* Professor of Criminology at the Willem Pompe Institute for Criminal Law and Criminology at the University of Utrecht, Netherlands.

** Practising lawyer and member of the Lebanese Bar Association, specializing in the internationalization of crime and criminal justice.

After a heading to provide a cross reference:

Resolution 45/2

Youth*
After country names in decisions concerning the election of members of intergovernmental bodies to indicate the dates on which their terms of office expire:

As a result, the Human Rights Council is composed of the following forty-seven Member States: Algeria,* Argentina,* Azerbaijan,*** Bahrain,* Bangladesh,*** Brazil,** ….

* Term of office expires on 18 June 2007.
** Term of office expires on 18 June 2008.
*** Term of office expires on 18 June 2009.

Note: When the information in the footnote relates to more than one item in the decision, the same indicator is repeated in the text as necessary. In a series of decisions, a new set of footnotes is used for each decision, starting with a single asterisk each time. The same system can be used in documents concerning the election of members of intergovernmental bodies.

Reference lists and bibliographies

Author-date system
Keyed references
General bibliographies and lists of sources

Reference lists and bibliographies are placed at the end of the text, normally after any annexes. In a publication containing articles or chapters by different authors, a separate reference list may be inserted after each article or chapter.

Author-date system

How to cite sources
Author-date reference lists
Style of entries in the list
Order of entries in the list
Author-date references in explanatory footnotes

The author-date system can be used instead of footnotes in publications and technical reports to cite the sources used in preparing the text.

How to cite sources

A source is cited by giving the last name of the author or editor and the year of publication in the text within parentheses. The full reference is included in an alphabetical list placed at the end of the text (see Author-date system/Author-date reference lists). More than one work can be cited in a single parenthetical reference.

Example:

Text references:

Available studies have shown that about 70 per cent of income inequality among all the people of the world is explained by differences in incomes between countries and 30 per cent by inequality within countries (Bourguignon and Morrisson, 2002; Milanovic, 2005).

Corresponding entries in reference list:


When the author’s name is mentioned directly in the text, only the year is given in parentheses.

Example:

Waldon (1998) found that infant mortality is ....

**Institutional authors.** In references to United Nations publications, the United Nations is given as author. When other organizations are given as author, the names can be abbreviated in the parenthetical text reference if they have been defined in the text or a list of abbreviations at the beginning of the text. The names are spelled out in the corresponding entries in the reference list.

Examples:

Text references:

Since a country’s loss of access to markets for international banks or bond markets spreads to other sources of financing, an across-the-board market closure may follow (United Nations, 2005).

One study found an average cost of lost output of 18.8 percentage points of GDP per crisis during 26 banking and currency crisis episodes in emerging market economies in Latin America and Asia during the 1980s and 1990s (IMF, 1998, table 15).

Corresponding entries in reference list:


*Note:* “United Nations publication” is omitted before the sales number when the United Nations is given as author, as shown in the previous example.

United Nations masthead documents are normally cited in the text by document symbol (see *United Nations sources/Masthead documents*) and need not be included in the reference list.

**Sources of figures and tables.** The source of a figure or table can be given in full in a source note directly below the figure or table (see *Tables/Notes to tables*) and omitted from the reference list or it may be cited in author-date style, as shown in the following example, and included in the reference list. The same style should be followed throughout a publication.

Example:

Author-date source note below table:


Corresponding entry in reference list:
Author-date reference lists

The alphabetical reference list is placed at the end of the publication after any annexes and is normally headed “References”. It must include complete reference information for every author-date citation given in the text.

Additional sources consulted by the author may be included in the list if they provide important supplementary information. United Nations masthead documents, which are cited by document symbol in a text note, are not normally included in the list but can be included when necessary.

The entries in the list are not numbered. They are arranged alphabetically by the last name of the author or editor. A work by an institutional author is alphabetized by the first word in the full official name, excluding articles.

Style of entries in the list

The elements included in an author-date reference are the same as those in a footnote reference (see United Nations sources and Outside sources) but the style of the entries in a reference list differs from footnote style in several ways:

- The name of the author or editor is inverted (last, first and middle names).
- The year of publication immediately follows the author and is given in parentheses.
- Titles of articles, internal documents, research reports, unpublished works and material from a website are not enclosed in quotation marks.
- Publishing data, sales numbers and symbols are not enclosed in parentheses. A colon separates the place of publication and the publisher.
- The main elements in the reference (e.g. author/date, title of article, title of book and publishing data) are separated by a period (full stop). The title, volume and issue of a periodical are separated by commas, with the month or season in parentheses when there is an issue number.

In a multi-author work, the names of the second and third authors are not inverted. For works by more than three authors, the name of the first author is followed by “and others”.

When an organization is both author and publisher (i.e. no separate publishing office is indicated on the title page), the name is given in the author’s place and omitted from the publishing data. The name of the organization is normally spelled out, not abbreviated.

The first line of each reference in the list is typed at the left margin. Subsequent lines are indented at least two spaces and blocked.

Examples:

Book, one author:


Book, more than three authors; part of a series:


E-book:


Publication, organization as author and publisher:


Publication accessed online:


United Nations publication with a sales number, issued on CD-ROM:


*Note*: "United Nations publication" is omitted before the sales number when the United Nations is given as author.

United Nations masthead document:


*Note*: The name of the intergovernmental body to which the document was submitted is given after "United Nations" and before the year. Documents submitted by special rapporteurs are normally listed with the United Nations as author; the name of the special rapporteur appears in the descriptive title of the report, as shown in the following example:


Publication by a United Nations regional commission, issued with a sales number:


Publication by a United Nations programme, issued with a sales number:

Publication by a United Nations programme, published externally:


Article by individual authors in a United Nations publication:


Government publication with ministry or department as author and publisher:


Government publication with ministry or department as author and separate publisher:


Government publication by individual author:


Working paper or research report in a published series:


Article or chapter by individual authors in a book:


Article in a periodical; volume, issue and month:


Article in a newspaper:


Article on a website:


Online database:

Unpublished paper:


Public statement:


Interview:


Note: Unpublished interviews and personal communications are not included in reference lists unless the information is available to readers. In the preceding example, the information is available for consultation in the files of the United Nations Secretariat.

Order of entries in the list

The entries in the reference list are arranged alphabetically by the last name of the author or editor. A work by an institutional author is alphabetized by the first word in the full official name, excluding articles.

Several works by same author. When the list includes more than one work by the same author, the author’s name is given in full in the first entry. A 10-space line replaces the name in subsequent entries. Works by the same author are arranged by year of publication, the earliest first. Works by the same author published in the same year are arranged alphabetically by title and identified by lowercase letters placed after the year, as shown in the last two entries below.

Examples:


Note: The parenthetical references in the text for the last two entries would be (United Nations, 2005a) and (United Nations, 2005b).

Co-authors. A single-author reference is listed before a multi-author reference beginning with the same first author. When the first author is listed with a series of different co-authors, the first author’s name is repeated each time the co-author changes. The entries in the list are arranged alphabetically by the last name of the first author, then the last names of the co-authors.
When the list includes more than one work by the same co-authors, the references are arranged by year of publication, the earliest first. The names of the co-authors are given in full in the first entry. A 10-space line replaces the names in subsequent entries.

Examples:

Brooks, Julia (2002)....

__________ (2007)....

Brooks, Julia, Richard Duarte and Susan Heller (2004)....

Brooks, Julia, and Marta Sandoval (1998)....

__________ (2001)....

Note: The 10-space line in the last entry replaces "Brooks, Julia, and Marta Sandoval".

No author. Sources with no author or editor are alphabetized by the first word in the title of the work, excluding articles. Short titles are used in the parenthetical reference in the text.

Example:

Entry in reference list:


Text reference:  (Africa, 2007)

Author-date references in explanatory footnotes

Explanatory footnotes in publications and reports can include author-date references. Complete references are included in the reference list.

Example:

1 At the same time, there is evidence of a reverse trend as an increasing number of highly educated women are dropping out of the labour force to care for their young children, either for short periods or until their children reach school age (Mosisa and Hipple, 2006).

Keyed references

Keyed references can be used instead of footnotes or author-date references to cite the sources used in preparing a publication or technical paper, in particular when the same sources are cited repeatedly. They are not used in masthead documents. When explanatory footnotes are used in a text with keyed references, asterisks and other symbols, not numbers or letters, are used as the footnote indicators.

_Citations in the text_. Arabic numbers in square brackets (e.g. [1] ) are placed in the text after the item or statement being referenced. They are placed inside any punctuation marks (e.g. comma, colon or period). The numbers in the text refer to the numbered entries in a keyed reference list containing full details of the works cited. The sources are numbered sequentially in the text and a number can be repeated each time the same source is cited.
**Keyed reference lists.** The keyed reference list is placed at the end of the text after any annexes and is headed “References”. The references in the list are numbered and listed in the order in which they are first mentioned in the text, not alphabetically. The numbers in the list are followed by a period and are not enclosed in brackets. The references should be given in footnote style. For instructions on footnote style, see *United Nations sources* and *Outside sources*.

Example:

**Text reference:**

Canada has also stepped up enforcement efforts, seizing 1.1 million cannabis plants per year between 1998 and 2002, a sixfold increase over 1993 [120].

Corresponding entry in the reference list:


**Citing works not referred to in the text.** Works consulted by the author but not referred to in the text may be given in a separate alphabetical reference list placed after the keyed reference list and headed “Additional sources”.

**General bibliographies and lists of sources**

- **Style of entries**
- **Order of entries**
- **Lists of sources divided into sections**

When it is not possible or appropriate to use footnotes and text notes or the author-date or keyed reference systems, the sources used in preparing a publication or report can be listed alphabetically in a general bibliography or list of sources. The list is placed at the end of the text after any annexes and can be headed “Bibliography” or “Sources”. The heading “Sources” is generally preferred in masthead documents.

The entries in the list are arranged alphabetically by the last name of the author or editor. A work by an institutional author is alphabetized by the first word in the full official name, excluding articles. The entries in the list are not numbered.

**Style of entries**

The entries in a general bibliography or list of sources are normally styled in the same way as an author-date reference (see *Reference lists and bibliographies/Author-date system/Style of entries in the list*) except that the year of publication is given with the publishing data, not in parentheses immediately after the name of the author.

The first line of each entry is typed at the left margin and subsequent lines are indented at least two spaces and blocked.

**Examples:**

**Book:**


Book, more than three authors; part of a series:


E-book, part of a series:


Publication, organization as author and publisher:


United Nations publication with a sales number:


United Nations masthead document:


*Note*: The name of the intergovernmental body to which the document was submitted is given after “United Nations”. Documents submitted by special rapporteurs are normally listed with the United Nations as author; the name of the special rapporteur appears in the descriptive title of the report, as shown in the following example:


Publication by a United Nations regional commission, issued with a sales number:


Publication by a United Nations programme, issued with a sales number:


Article by individual authors in a United Nations publication:


Government publication with ministry or department as author and publisher:

Working paper or research report in a published series:


Article or chapter by individual authors in a book:


Article in a periodical; volume, number and date:


Article in a newspaper:


Article on a website:


Order of entries

The entries in a general bibliography or list of sources are arranged alphabetically by the last name of the author or editor. When the list includes more than one work by the same author, the author’s name is given in full in the first entry. A 10-space line replaces the author’s name in subsequent entries, which are arranged alphabetically by title, not chronologically. Initial articles are included in the title but do not affect the alphabetizing.

Co-authors. A single-author reference is listed before a multi-author reference beginning with the same first author. Multi-author references are arranged alphabetically by the last names of the first author and the co-authors. When there is more than one work by the same co-authors, the entries are arranged alphabetically by title, not chronologically. Initial articles are included in the title but do not affect the alphabetizing.

Lists of sources divided into sections

A list of sources can be divided into sections when it contains different kinds of material that cannot be presented easily in a straight alphabetical list or when it is helpful to distinguish between different kinds of sources. For example, a list that includes a number of United Nations documents, newspaper articles, transcripts of interviews and books published externally can be divided into sections with appropriate headings and explanatory headnotes when necessary. The entries within each section can be listed alphabetically by author or title, chronologically or in another form that is logical and useful to readers.